

# Workplace Alaska

## Class Specification Field Auditor I

<b>Created:</b> 10/28/1997 by Rick Davis	<b>AKPAY Code:</b> P4636	<b>Class Code:</b>	PF0541
<b>Finalized on:</b>	<b>Class Outline Cat:</b> B	<b>Class Range:</b>	16
	<b>Approved by:</b>	<b>Class Status:</b>	Active
<b>Category:</b> Professional	<b>Class Title:</b> Field Auditor I		
<b>Original Date:</b> 11/23/1961	<b>Use MJR Form:</b> Standard		

**Original Comments:**  
ORIGINAL

**Subsequent Revision Dates/Comments:**

06/01/1974  
03/01/1979 - Code Change, formerly 1244.  
03/16/1984 - MQs, Title.  
11/06/2003 - Audited (sschwab).  
09/25/2008 - Workplace AK spec revision: Added Census Job Code and AKPAY Code fields; Replaced Category field with Class Outline Category; Updated EEO4, SOC, and Class Code fields; Removed DOT field.

**Last Update:** **EEO4:** B **SOC:** 13-2011 **Census:** 02

**Last Update Comments:**

**Definition:**

Under general supervision, Field Auditors I make determinations of employer liability under the Employment Security Legislative Act by means of investigating and auditing payrolls and other records of private employers. Work includes the interpretation of laws and regulations, advising employers regarding procedures to be followed, and the collecting of delinquent contributions from the employer.

**Distinguishing Characteristics:**

**Examples of Duties:**

Examine payrolls and other records of employers and reconcile findings with reports previously filed; determine the correct amount of contributions, interest, overpayments, and penalties due.

Intra- and inter-state travel to perform audits and collections of employer accounts.

Advise employers, on the basis of audit findings, concerning proper record-keeping, reporting and application of pertinent provisions of the law, and agency rules and regulations.

Prepare legal documents necessary to assist in collection of delinquent reports and contributions from employers; when necessary, recommend plan for installment payments or further legal action.

Gather and submit data or wage information needed for processing irregular or contested claims.

Prepare status reports for new employers.

Perform related work as required.

**Knowledge, Skills and Abilities:**

Knowledge of accounting and auditing principles and procedures; business practices, organization, and methods; payroll accounting techniques; legal procedures; principles and practices of delinquent tax collection.

Ability to establish and maintain cooperative working relationships; prepare clear, concise reports; gather and analyze data; reason logically and accurately and draw valid conclusions; function with a high degree of independence.

**Minimum Qualifications:**

Five years of accounting or financial auditing experience;  
AND  
One year of this experience must have been at a technical level.

**Substitution:**

Education from an accredited college in accounting, business, administration, economics, financial management, or other business-oriented discipline may be substituted for the four years of non-specific accounting or financial auditing experience (3 semester or 4 quarter hours equal one month of experience).

There is no substitution for the required one year of accounting or financial auditing experience at a technical level.

**Required Job Qualifications:**

**(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)**

**Special Note:**

**Minimum Qualification Questions:**

Do you have five years of accounting or financial auditing experience?

AND

Was one year of this experience at a technical level?

**Or Substitution:**

Do you have four years in any combination of education from an accredited college in accounting, business, administration, economics, financial management, or other business-oriented discipline (3 semester or 4 quarter hours equal one month of experience) and experience in accounting or financial auditing?

AND

Do you have an additional one year of accounting or financial auditing experience at a technical level?